

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
Departments and Agencies

DATE: April 5, 2001

FROM: Robert A. Poll, State Controller

SUBJECT: PREPRINTS OF 3% PAY PLAN ADJUSTMENT PAYMENTS

The enclosed print-out represents those individuals that have received the 3% Pay Plan Adjustment increase effective the first pay period of January 2001 and implemented March 25, 2001. Please note that we have supplied you with the old and new rates of pay and the difference due. We have also included the shift differential increase of 5 cents that was effective January 28, 2001. You will need to audit for accuracy.

Upon completion of this audit please have your authorized agent sign the first page of each account number and return them to the Central Payroll Office. **DO NOT ADD THEM TO THE PAYROLL.** We will call each agency when we have the entire account audited and inform you to proceed for payment.

Your agency payments will only be paid when you have submitted your entire account. Your **deadline** for submitting these retroactive payments is **May 1, 2001 for payment in this fiscal year.**

Thank you for your assistance.

/hh
CPO:01-09